

## Commonwealth of Virginia

REQUEST FOR PROPOSAL – ADDENDUM 1

**Issue Date:** November 15, 2006

**Issue Title:** Clinical Reference Laboratory Testing Services

**Issuing Agency:** Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS) - P.O. Box 1797, Richmond, Virginia 23218-1797

**Using Agency and Location Where Work Will Be Performed:** Statewide

**Period of the Contract:** September 1, 2007 through August 31, 2009.

**Renewals:** Contract may be renewed for four (4) additional periods of two (2) year duration upon mutual agreement between all parties and subject to availability of funding.

Proposals will be received for furnishing services described herein until:

**Wednesday – January 17, 2007 - 3:00 PM EST**

All inquiries for information shall be directed to:

<b>Proposal Preparation and General Procedural Queries:</b>	Dick Myers 804-786-6632 Or Mike Oprysko 804-786-6562
<b>Copies of RFP:</b>	

**NOTE:**

Vendors who expect to submit proposals in response to this solicitation are requested to return Form 1 – Intention to Respond via fax to 804-786-3827 no later than close of business on November 7, 2006.

To ensure that all questions receive responses, interested vendors are requested to submit questions via facsimile to 804-786-3827 using the enclosed Form 2—Fax Back Solicitation Questions to include e-mail address, voice and fax phone numbers by no later than 3:00 pm EST on November 7, 2006. DMHMRSAS will make every effort to address and provide a response to all questions to those attending the optional pre-proposal conference. No other questions will be responded to after the completion of the November 15, 2006 Pre-Proposal Conference.

May be obtained at [www.dmhmrsas.virginia.gov](http://www.dmhmrsas.virginia.gov) Click on link to Procurement/Solicitations and then click on link to Solicitations for the Office of Administrative Services and look for solicitation number assigned.

### **Addendum Delivery Information**

All Addendums shall be addressed: **DMHMRSAS, Office of Administrative Services**. If mailed through the **U.S. Mail**, send directly to **P.O. Box 1797, Richmond, VA 23218-1797**; if sent using **Overnight Express Service, Courier or Hand Delivered** send directly to **Jefferson Building, 1st Floor - Room 108, 1220 Bank Street, Richmond, Virginia, 23219**. Envelopes should be marked with RFP number and opening date and time. It is the contractor's responsibility to assure that proposals are received and logged in by Procurement Operations staff at the location indicated by the date and time above, regardless of the method of delivery. LATE proposals will NOT be accepted under any circumstances. The above page and this signature page **must** accompany your proposal, with all information supplied and signatures applied as required.

IN COMPLIANCE WITH THE ABOVE REFERENCED REQUEST FOR PROPOSALS AND TO ALL THE CONDITIONS IMPOSED HEREIN, IN FACT OR BY REFERENCE, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

#### **Offeror Name and Address:**

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**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
*(Official Signature in Ink)*

**Telephone:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**FEI/FIN Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

The following change is hereby made to the Request for Proposal:

- 1) Delete paragraph 4.2.3 from the Scope of Work.

Offeror's are required to sign above and return of this Addendum with the Request for Proposal acknowledging receipt and acceptance of this change by the Offeror.